<u>**READ THIS FIRST:**</u>

Using the Electronic NCP and the NCP Index

The National Oil and Hazardous Substances Pollution Contingency Plan (NCP) is now available in WordPerfect 5.1. This guidance file, **"<u>READ THIS FIRST</u>,"** is designed to help users easily access the NCP, as well as its accompanying Preambles and Index. Also, this file outlines how the NCP files are organized and explains how to move around in the text effectively and to locate specific page references.

Errors:

While an effort has been made to verify the accuracy of the NCP files, the final printed <u>Federal Register</u> copies of the NCP should be relied upon in case of any uncertainty.

Please report errors to Rhea Cohen, Office of Emergency and Remedial Response, Office of Program Management, Policy and Analysis Staff (OS-240), telephone (202)260-2200.

File Structure:

Five files comprise the complete computerized NCP document. Three of these files represent the substantive text of the NCP, while the remaining two comprise the NCP Index, which include a Table of Contents and a Key Terms Index. Although all of the files are protected against editing, they may still be searched for words or phrases using the F2 key, or marked for blocks (F4 key) to be printed (F7 key). To select a file, move the cursor to highlight the name of the file and hit the "enter" key. The five available files are:

!TABLE.CON: This file consists of three Tables of Contents. Section A is the TOC for the NCP proposed rule preamble, Section B is for the NCP final rule preamble, and Section C is for the NCP final rule. These tables provide specific <u>Federal Register</u> page references to the subpart and section discussions that are included in the three sources.

!PROPRE.AM: This file contains the preamble to the proposed NCP published at 53 <u>FR</u> 51394 on December 21, 1988 (<u>Federal Register</u> page numbers 51394 through 51474).

!PREAMBL.E: This file contains the preamble to the NCP final rule published at 55 <u>FR</u> 8666 on March 8, 1990 (<u>Federal Register</u> page numbers 8666 through 8812).

!FINALRUL.E: This file delineates the NCP final rule, also published at 55 <u>FR</u> 8666 on March 8, 1990 (<u>Federal Register</u> page numbers 8813 through 8865).

!NCPINDX: This file holds the NCP Key Terms Index. The index was developed with experience and knowledge gained over the past several years through the NCP revision project, and seeks to be as comprehensive as possible. The primary references included are to the NCP final rule and the preamble to the final rule, as well as selected references to the preamble to the proposed NCP. These latter references are more general and highlight only certain sections of the preamble to the proposed rule and are not intended to be as

comprehensive as those for the final rule and preamble. The references contained in the Key Terms Index appear in three different ways, in the following order, depending on the source referenced:

(1)References to the preamble of the final NCP appear in regular, non-bold type. For example, pages 8769-8770 always appear in regular type.

(2)References to the final NCP appear in **bold type**. For example, pages **8830-8831** always appear in **bold**.

(3)References to the preamble of the proposed NCP appear with full <u>Federal Register</u> references. For example, 53 <u>FR</u> 51469 refers to the preamble to the proposed NCP.

The Index makes extensive use of the subheadings where appropriate in order to provide as precise and detailed references as possible. It also makes free use of cross-references, which permit the user to search for a reference under several relevant main entries. In all cases, subheadings appear in *italics* to assist the reader when searching for a cross-referenced term. If the cross-reference includes italics, it refers to a subheading under another main entry.

Page Reference Search:

   To search for a specific page reference in any of the sections of the NCP, execute the following steps: retrieve the file which corresponds to the section in which you are interested, hit the search key (F2), enter the four- or five-digit <u>Federal Register</u> page number, and hit the search key again. Note: In order to conduct a search of the entire document, you must initiate the sequence of commands from the beginning of the file. Following execution of the search, you will automatically be shifted to the WordPerfect text which corresponds to the top of that <u>Federal Register</u> page.